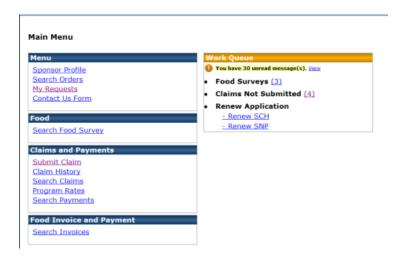
Submitting a SNP Claim



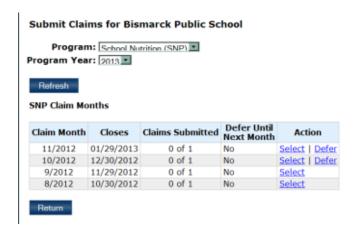
Child Nutrition and Food Distribution Website: http://www.dpi.state.nd.us/child/ Click on the NDFoods logo to get to the log in screen.

rth Dakota login		
lready Registered - Not sure?	New to North Dakota Online Services?	
North	Register Now!	
Dakota Login:	Benefits of North Dakota Login	
Forgot Login	One North Dakota Login and password	
Password:	to access multiple ND Online Services	
Forgot Password	Register once for secure access to State services	
Login		
3	Need help? Read through the <u>FAQ</u> .	

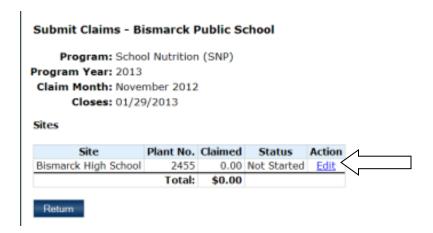
Enter the NDFoods System



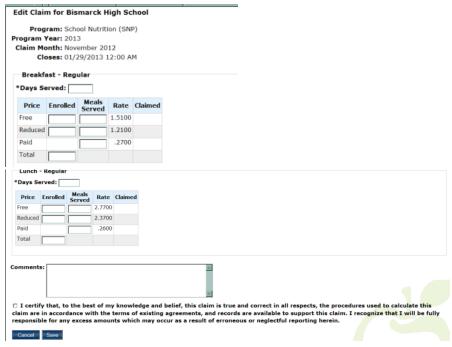
When a claim is available for completion, the user will get a notice in the Work Queue. Click on the link to access claims available for completion.



Select School Nutrition (SNP) and the appropriate Program Year from the drop down boxes and click on "Search". The system will display the claims available. Click on "Select" to begin a claim.



Click on "Edit" to begin a claim that is Not Started.



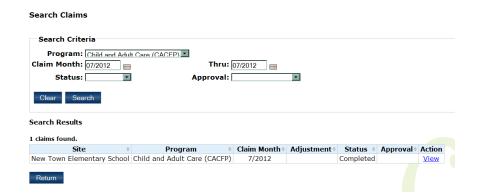
Complete the claim with the necessary monthly information, check the certification box and click on "Save".



Click "View Summary" to review the claim or click "Submit to DPI".



Click on "Confirm and Submit".



The claim should now be in Completed Status.